APR 1 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT:

25X1

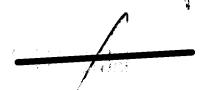
Administration of Travel and Transportation

REFERENCE:

- A. Memorandum to Chief, Regulations Control Staff from Deputy Assistant Director for Personnel, subject: "Transfer of Authority for Arranging the Transportation of Personnel to the Office of Personnel," dated 11 February 1954
- B. Comments submitted to Chief, Regulations Control
  Staff by Deputy Assistant Director for Personnel
  on Draft Regulation Transportation Policy.

l. In Reference A the DAD/P calls attention to the need for revis25X1 ing Regulations to more correctly reflect the responsibilities, authorities and functions of the Logistics Office/DDA and the Office of Personnel with respect to Agency travel and transportation. With this suggestion I am in complete agreement. I have received the impression, however, from the views expressed in both Reference A and B that some confusion or misunderstanding exists concerning the proper method of delineating between the travel and transportation responsibilities and authorities of the Logistics Office, and the functional exercise of some of these responsibilities by the Central Processing Branch of the Fersonnel Office.

- 2. It is my view that the DD/A has primary responsibility and authority for the meral administration and supervision of all agency travel and transportation, including primary responsibility for developing and recommending all travel and transportation policies, and for ensuring that approved policies are properly administered. In order to accomplish this, adequate regulations and procedures must be developed; appropriate delegations of authority and assignments of responsibilities must be made; and ensential supporting services must be furnished.
- 3. With reference to the above, I view the Central Processing Branch of the Personnel Office as a composite service facility operating under the general supervision of the AD/P. As such it performs personnel, comptroller, medical and logistics functions at a central point for reasons of convenience and efficiency in the processing of personnel going to and returning from overseas duty. Accordingly, to the extent that the Overseas Processing Branch exercises travel authority in performing travel functions and services, it must do so under the technical supervision and direction of the Logistics Office, and under authorities delegated to it by the Chief of Logistics or by Agency regulation.



25X1	
	I suggest the following revisions in these regulations:
25X1	a. Delete the body of paragraph 13.e. and substitute the following:
	"Assume responsibility for the general administration and supervision of the travel of CIA personnel and the transportation of CIA property."
25X1	b. Delete the body of paragraph 2.f. 11) and substitute the following:
	"Operation of a central processing service for the support of all personnel performing official travel. In the performance of this function and in the exercise of responsibilities and authorities otherwise assigned to and vested in other Agency components and staffs, the central processing service shall be under the technical direction and supervision of such components or staffs."
25X1 25X1	S. Unless you have other suggestions or views, it is suggested that Regulations be revised accordingly and that subsidiary regulations such as Regulation be similarly made to reflect these relationships. Your comments are requested.
	L.K. WHITE Acting Deputy Director (Administration)

25X1

25X1

	TO:	
	Chief, Regulations Control Staff	-
	BUILDING ROOM NO.	
	2210 B Street 202	•
	simile copies of the attached file concerning administration of Agency travel and transportation? We wish to forward one of these to logistics for their information and guidance. In addition, the original is intended for your files and action at some future dating, in revising Regulations No.	5T-
	the A-DD/A, the AD/P and the C/IO,	
+ A.		<b>ST/</b>
	BUILDING ROOM NO. PORTING	- 1 -

(over)

no further coordination appears necessary. For the same reason, there appears to be no hurry for revising these Regulations until there is some future need to do so.

EDE

CONFIDE	NTIAL Appro	wed Eo	r Releas	e 2002	RESTRICTED 2/08/06 : CIA-RDP.78	S-3940/A. 3-04718A001300300021-3	Fill
AND RESIDENCE AND ADDRESS OF THE PERSON ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON AND ADDRESS OF THE PERSON AD							

## ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

OM:		ewir i su 🗕			NO.
Deputy Assi	stant Di	rector f	or Perso	moix	97) 8 April 1954
то	ROOM NO.	D/ RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS
A-DD/A	226 Admin				IEW: I asked Harry that I be permit ted to answer your memo and buck sli
					There isn't any confusion or mis- understanding at this level, either with regard to the actual authorities
	era a recentración e que estado que a parte e para e p	ant a de sin <mark>age graph philippin</mark> profit and alde (sa)			or method of delineating same. We are in complete agreement with the functional statements included in
a a annumical mathathamanananananananananananananananananana		eringih kitaly apidahas magatikat perina sela sela			your letter of 1 April 1954.  I'd also like to add that the arrangement has proven entirely sat-
n - In the secretary and analysis of the second distribution in the second distribution is a second distribution in the se	*				isfactory and is working very smooth We have established a policy wher by practically all employees of CPB
	(a.e.) — a three december of lattice of the december of	रंड ज्या न्युप्ताने विक्रियाचेत्रकारोः स्वेत्राण्यां स्वयंत्राण्यां स्वयंत्राण्याः स्वयं विक्रियाचेत्रकारों स	ः नारश्चानिकस्य स्थानिकस्यिकस्यानिकस्यानिकस्यानिकस्यानिकस्यानिकस्यानिकस्यानिकस्यानिकस्यानिकस्यानिकस्यानिकस्यान		will be selected from overseas returnes. We'd like you to drop in anytime
	de a servición intergrapa, que como que de las que que que				for a first hand look see.
n en hand data sette for a survey destinate groups of the properties of the security			and the semigroup party of the seminary party.	arar (Mahara arangkan mari kepadahan) dan	
The second secon	a ya inan hashin <del>dalah kara</del> n dan pirkasan sayalandan in	The state of the s	ne ( unu usu fa ujingga yan ing gana danganan u	de en	25X1
	i de en Transpillerraggestil kerlijke degas, des Japanses	and the specific and th	मानार्थ कर नाक्ष्य सुमान्त्रकारी विद्यार के 'अपीर संस्	a Johnston i Annyandak guli Lugon.	
er a restat Martiner (see and Administrative (see Andreas Administrative and assert	, in a mattice patients with The confirmation of	мериция в импередования подать в прод	нийн хүтийн хавагулаараараар Ангус Аруса Э	iga er andresische Lässigköllungskild byr del i geologische	-
rain anti-communication and adaptation in a constitution and a constitution of the con	e-maquamussadrada-nisahorisa-nisa-ni	en e ma <b>nt</b> shang a <b>na</b> n-a <b>as</b> manta salat salat sa	and a constructive and a second	Na managada masa as sabina s	
rentra en el 1989, planen e <mark>rrellinado planen el 1</mark> 00 millono de 100 millono de 1	ad process on qual-processing lay, as reported in a	er e e entre quandistribile e es garei	en i verena erboro <del>della e</del> rboro	والمتراث المتراث المتر	
. Approximate the second secon	- 1 Na - Silvinos - Latinas Advis - Ci Minos - O	no con nation alles publics specific such n p () as	errena et de la companya de la comp		
	And a Charles of the	Marie and the second se		fil. A communication and the communication and communication and communication and communication and communication	
51-9 FREE		ir / A Piller Affresetired Sees, or Sequeler	DE DE	STRICTED	CONFIDENTIAL